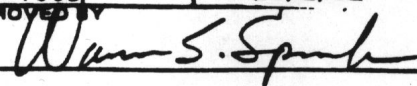


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Purpose:

To establish uniform policy implementing requirements for professional seals as contained in Alaska Statute 08.48.221, and applicable to final drawings, surveys, plats, plates, reports, and other similar documents prepared by or for the Department.

Policy:

It shall be the policy of the Department that all final drawings, surveys, plats, plates, reports and other similar documents be signed and stamped with the seal of the professional architect, engineer or land surveyor registered in the State of Alaska who prepared or was in direct supervision of the preparation of these documents. To facilitate this policy, designated positions shall be filled with employees holding Alaska registration in an appropriate field of expertise unless specifically exempted by the Commissioner. The class specification for each designated position shall designate the appropriate Alaska registration.

Distribution:

Policy and Procedure manual holders, division and section supervisors.

Procedure:

The following procedures will be used to implement this policy and will apply to both in-house projects and consultant prepared projects.

1. All plan sheets shall be sealed and signed by the individual who prepared them, or by the person under whose direct supervision they were prepared. The title sheet need not be signed and sealed, but shall contain the signature of the individual delegated authority for administrative approval of the plans, specifications and estimate.
2. Standard Drawings or plans shall be sealed and signed by the individual who prepared them, or by the persons under whose direct supervision they were prepared. (Standard document preparation is the responsibility of the Director of the Division of Standards and Technical Services.)
3. All reports or similar documents which have public distribution and on which others rely in the design or construction of a project, shall be sealed and signed by the individual who prepared them or by the person under whose direct supervision they were prepared.

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4. All Right-of-Way plats and similar documents which become public records and on which others rely shall be sealed and signed by a Registered Land Surveyor.
5. All design changes made during construction that fall within the practice of architecture or the practice of engineering as defined in AS 08.48.341 shall be approved by the person whose seal appears on the plans, or shall bear the seal and signature of the person making the design change or under whose direct supervision the change was made.